

Please include a written response to the following questions when submitting your application for consideration:

Note: Responses should be typed using Times New Roman (12 pt.). There is no word limit.

You are tasked with developing and administering an examination project for Caltrans. This project will be for an engineering classification heavily utilized by the department. It is expected that there will be around 1,000 competitors who will take the examination. The examination will be administered in 8 locations statewide approximately four months from today's date.

- A) Outline the steps you would take upon receipt of your exam assignment to ensure timely delivery of a quality project. What tools, resources, and/or methods would you utilize to ensure the project stays on schedule and meets the selection needs of the program?
- B) You will utilize incumbents in the engineering classification, also referred to as Subject Matter Experts (SMEs), during the development of the examination. What information would you consider in determining needed SME representation?
- C) Days before the initial exam development meeting, one of three scheduled SMEs drops out unexpectedly. Describe how you would handle this situation.
- D) While evaluating the validity of your examination results, you will utilize computer programs such as Microsoft Excel. Describe your experience utilizing various software programs, including Microsoft Office.